

**Office of Intergovernmental and
Public Accountability**

**Environmental Management
Site-Specific Advisory Boards**

Martha Crosland

November 1997



Charter

- **originally chartered for an initial two-year term on June 10, 1994**
- **charter renewed on May 16, 1996**



EM Site-Specific Advisory Boards

Locations

- Fernald
- Oak Ridge Laboratory
- Pantex Plant
- Sandia National Laboratory
- Los Alamos National Laboratory
- Idaho National Engineering Laboratory
- Hanford
- Nevada
- Rocky Flats
- Savannah River
- Paducah Gaseous Diffusion Plant
- Grand Junction Projects Office (Monticello, UT board)



EM Site-Specific Advisory Boards

Documents

- **Federal Advisory Committee Act, 1972**
- **Government in the Sunshine Act, 1976**
- **Executive Order 12024, 1977**
- **GSA's Final Rule on Advisory Committees; 1987, 1989**



EM Site-Specific Advisory Boards

Documents (cont.)

- **DOE Office of Human Resources and Administration
Advisory Committee Management Program Manual,
1996**
- ***EM SSAB Final Guidance,* 1996**
- **included in *Annual Report of the President on Federal
Advisory Committees***



EM Site-Specific Advisory Boards

EM SSAB Final Guidance

Principles for Establishing SSABs

- **SSABs do not constitute a complete public participation program and may not satisfy specific statutory or regulatory requirements**
- **selection process is crucial**
- **formation process should provide opportunity to include entire stakeholder community and should provide for thoroughness in addressing concerns**



EM Site-Specific Advisory Boards

EM SSAB Final Guidance (cont.)

- **SSABs should be representative of all persons and groups affected or potentially affected**
- **sites may choose to hire an independent convener, facilitator, or both**
- **the senior DOE management responsible for clean-up and their contractor senior staff should participate in SSAB meetings**



EM Site-Specific Advisory Boards

EM SSAB Final Guidance (cont.)

Steps in Establishing a Site-Specific Advisory Board

- 1. Educate staff and stakeholders on SSAB Concept and FACA**
 - 2. Agree on a process for membership selection that guarantees balance and is representative of diverse interests**
 - 3. Select the community and government members in an open and fair manner**
-



EM Site-Specific Advisory Boards

EM SSAB Final Guidance (cont.)

Steps in Becoming an Operating Board

- 1. Develop and reach group agreement on mission statement**
- 2. Reach group agreement on ground rules**
- 3. Conduct orientation, education, and training on ER and WM activities as necessary**



EM Site-Specific Advisory Boards

Objectives

- **provide policy information, advice, and recommendations concerning environmental restoration, waste management, and technology development to:**
 - **Assistant Secretary of EM**
 - **Director of the Office of Intergovernmental and Public Accountability**
 - **appropriate DOE field site managers involved with the EM programs at the sites**



EM Site-Specific Advisory Boards

Objectives (cont.)

- **provide input and recommendations on EM strategic decisions that impact:**
 - **future use**
 - **risk management**
 - **economic development**
 - **budget prioritization activities**
- **provide input and recommendations specific to each site**



EM Site-Specific Advisory Boards

Membership

- **reflects the diversity of views in affected communities and regions**
- **includes stakeholders representing:**
 - **local governments**
 - **Indian Tribes**
 - **environmental and civic groups**
 - **labor unions**
 - **other interested parties**



EM Site-Specific Advisory Boards

Membership (cont.)

- **ex-officio members include:**
 - **DOE**
 - **EPA**
 - **State Governments**
- **appointed by Assistant Secretary when establishing a new group, renewing the term of, or replacing existing members of six or more at one time**



EM Site-Specific Advisory Boards

Membership (cont.)

- **General Counsel and the Federal Advisory Management Officer review and approve appointments**
- **Deputy Designated Federal Officers (DDFOs) appoint replacement members of five or less**



EM Site-Specific Advisory Boards

Designated Federal Officer (DFO) and Deputy Designated Federal Officer (DDFO)

- **Headquarters: DFO is Martha Crosland
DDFO is Melinda Downing**
 - **responsibilities of DDFOs include:**
 - **maintenance of “records” for availability to public**
 - **provide copies to the Advisory Committee Management Officer (ACMO) for forwarding to Library of Congress**
 - **ensure that conflict of interest requirements are being met (in consultation with General Council, Human Resources and DFO)**
-



EM Site-Specific Advisory Boards

Roles and Responsibilities - SSAB Members

- **attend meetings**
- **participate in an open and constructive manner**
- **provide advice and comment on EM issues to the decision makers**
- **represent and communicate community interests and concerns to the SSAB**



EM Site-Specific Advisory Boards

Roles and Responsibilities - SSAB Members (cont.)

- **act as a conduit for the exchange of information between the community, DOE, and environmental oversight agencies regarding the facility's program**
- **review, evaluate, and comment on documents and other materials related to facility environmental management**



EM Site-Specific Advisory Boards

Operating Responsibilities of DOE

- **participate in an open and constructive manner**
- **define and clearly communicate DOE's decision-making process to the board**



EM Site-Specific Advisory Boards

Operating Responsibilities of DOE (cont.)

- **inform the SSAB members of Departmental processes, programs, projects, and activities directly affecting the Board's mission and purpose**
- **ensure compliance with FACA in conducting meetings, keeping records, and making such records available to interested members of the public**



EM Site-Specific Advisory Boards

Mission Critical Responsibilities of DOE

- **encourage the board to make every attempt to reach consensus**
- **ensure that the SSAB has the opportunity to offer advice in the EM decision-making**



EM Site-Specific Advisory Boards

Education and Training for SSAB Members

Training for SSAB member addresses

- **team building**
- **reaching consensus**
- **environmental regulations**



EM Site-Specific Advisory Boards

Education and Training for SSAB Members (cont.)

- **roles and responsibilities of DOE, its laboratories, EPA, and state regulators**
- **history of environmental contamination at the specific site**



EM Site-Specific Advisory Boards

Meetings

- notice of meetings published in the *Federal Register* at least **15** calendar days prior to the date of the meeting
- additional forms of notification include press releases, newsletter, and/or local mailings
- all meetings attended by a DFO or DDFO at the sites
- minutes must be kept for all SSAB meetings



EM Site-Specific Advisory Boards

Meetings (cont.)

- **interested persons may:**
 - **file written statements with any SSAB**
 - **attend any SSAB meeting**
 - **appear before any SSAB**



EM Site-Specific Advisory Boards

Funding of the SSAB

Determination of site funding depends upon:

- **size of the site**
- **the nature and quantity of the issues involved (political and technical)**
- **the number of workers at the site**



EM Site-Specific Advisory Boards

Funding of the SSAB (cont.)

- **includes monies to cover routine administrative needs to enable the SSAB to operate efficiently and effectively**
- **allows for independent technical review of key issues**



EM Site-Specific Advisory Boards

Compensation Policy for Members

- **general policy of no compensation for members**
- **the normal cost of commuting within the same metropolitan area will not be reimbursable**
- **travel expenses and other expenses while away from their homes or regular places of business while en route and at the place of Departmental activities will be reimbursable in accordance with Federal Travel Regulations**



EM Site-Specific Advisory Boards

Public Participation Benchmarking Conference - October 23, 1997

Best Practices/Lessons learned:

- **only one vehicle for public involvement into decision-making**
- **ensure senior management support for the process, funding, and willingness to act on board advice**
- **select respected members of the community who will be team players**



EM Site-Specific Advisory Boards

Public Participation Benchmarking Conference (cont.)

- **ensure boards have clear agenda and focus**
- **develop mechanisms to enable all participants to become a cohesive team**



EM Site-Specific Advisory Boards

SSABs Evaluation Survey

- **conducted in 1996 with follow-up in 1997**
- **mailed to SSAB members, ex-officio members, Federal staff, and members of the public**

Results: Board is succeeding in its mission to provide meaningful public involvement in DOE's environmental management decisions. In addition, the Board has improved relations between DOE regulators and key stakeholders



EM Site-Specific Advisory Boards

SSABs Evaluation Survey (cont.)

Indicator	1996		1997	
	Agree	Disagree	Agree	Disagree
The SSAB has improved DOE's Site decisions.	51.6%	24.6%	52.6%	22.4%
The SSAB leads to more acceptable site decisions.	55.8%	13.9%	57.5%	14.9%
The SSAB contributes to DOE and regulators' understanding of the public's viewpoints on key site issues.	73.6%	12.4%	67.1%	13.2%



EM Site-Specific Advisory Boards

Key Principles

- **be prepared to commit**
- **membership and function are critical**
- **commit for the long-term**
- **trust takes time to develop**



EM Site-Specific Advisory Boards